

<b>LME:</b>	<b>Date:</b>
<b>Contract Provider:</b>	<b>County:</b>
<b>Rating Codes:    0 = No    1 = Yes    9 = NA</b>	
	<b>Rating</b>
1. There is a signed copy of the Memorandum of Agreement between the NC CASAWORKS for Families Residential Program and the county department of social services in which the program is located.	
2. There is a current list of the NC CASAWORKS for Families Residential Program Project Advisory Group members.	
3. There is evidence of the Advisory Group meeting at least once in the current fiscal Year.	
4. There is evidence that the <b>Substance Abuse Treatment elements</b> of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.	
5. There is evidence that the <b>Job Readiness Training elements</b> of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.	
6. There is evidence that the <b>Case Management elements</b> of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.	
7. There is evidence that the <b>Parenting Skills elements</b> of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.	
8. There is evidence that the <b>Child Mental Health Interventions elements</b> of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.	
9. There is evidence that the <b>Transportation elements</b> of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.	
10. There is evidence that the <b>Child Care elements</b> of the CASAWORKS for Families Model have been implemented, contracted for and/or a current Memorandum of Agreement is in place.	
<b>COMMENTS:</b>	
<b>REVIEWER:</b>	

**NC DIVISION OF MH/DD/SAS**  
**2009/2010 Protocol**  
**CASAWORKS for Families-Program**

**MONITORING INSTRUCTIONS**

- Question #1** The monitor will request to see a signed copy of a MOA between the NC CASAWORKS for Families Residential Program and the county department of social services in which the NC CASAWORKS for Families Residential Program is located.
- Question #2** The monitor will request a copy of the current list of the NC CASAWORKS for Families Residential Program Advisory Group.
- Question #3** The monitor will request copies of minutes of the Advisory Group meeting and review the minutes to ascertain that the group has met at least once in the current fiscal year. Requirement is for two a year but the fiscal year will not have been concluded prior to the audit.
- Question #4-10** The monitor will request documentation from the program to show implementation of all key elements of the CASAWORKS for Families Model. Documentation could be found in such documents as:
- program policies and protocols,
  - weekly schedule of activities,
  - program marketing documents,
  - Memoranda of Agreement to provide the specified service.
  - For Question #6, Case Management elements may be included in Community Support, SAIOP or SACOT services.